**Wichita State University**

**CI 318 Literacy Practicum**

**Attendance Log**

Instructions for Cooperating Teacher: Please sign this log each week when your Teacher Education Candidate (TEC) presents it to you—if the TEC has participated appropriately in your classroom.

Instructions for Teacher Education Candidate: Please complete all of the required information, and present this log to your CT for his/her signature at the completion of your visit *each week*. It is your responsibility to bring this log to your placement each week. Do not ask your CT to fill it out for you, and do not misplace it, as it is a record of your attendance and appropriate participation in your practicum.

Teacher Education Candidate (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cooperating Teacher (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Week | Date | Time | Activities/tasks completed[[1]](#footnote-1) | Signature of CT |
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1. For example: observation, teaching a small group, teaching a mini-lesson, grading, etc. [↑](#footnote-ref-1)